



Arizona WIC Programs Vendor Alert

Volume 17, Issue 7

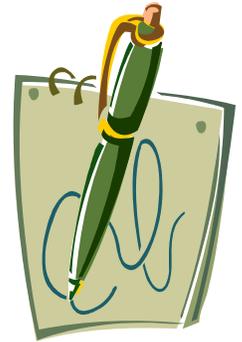
June 2007

ACCEPTABLE SIGNATURES (Initials are OKAY)



When a WIC participant is certified on the WIC Program, they or their authorized representative are required to sign documents using their *normal signature*. Their signature acknowledges that they accept and understand their responsibilities to participate in the Program. Some of these documents include the Certification form, the WIC Identification (ID) folder or Proxy Certification form, and the food instrument itself when it is redeemed at an authorized WIC Vendor's location.

When food instruments are redeemed, the WIC Customer is required to sign the food instrument in front of the cashier. Signatures come in many different forms, shapes and sizes. Some are squiggly lines, some have two or three names, and some can be or look like *initials*. They can even be printed or in cursive. In an effort to ensure smoother transactions at the register, the Arizona WIC Program **will now allow the use of initials as acceptable signatures**. The Banking contractor has been notified that the WIC Program will pay any food instruments that have been submitted with initials in the signature block. It is the responsibility of the cashier to verify that the signature on the food instrument matches the signature on the ID folder or Proxy Certification form.



Remember, the signature represents agreement between the WIC Customer and the authorized Vendor that the dollar amount entered is correct and the customer has received the food items listed on the food instrument. Therefore, it is important that all food instruments are signed at the time of the transaction.

The Arizona WIC and Inter Tribal Council of Arizona, Inc. WIC Programs will not pay food instruments if the signature is missing and it may not be obtained after the transaction is completed and the customer has left the store. Please contact Flora Becenti, Navajo Nation WIC Program, at 1-800-307-4231 for information regarding their procedures.

If you have any questions regarding this Vendor Alert, please contact one of the Arizona WIC Programs' Vendor Units for assistance.



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